

VMRII-VRO GUIDELINE
1099 - ADDING 1099 INFORMATION
TO EXISTING VENDORS

Checklist Reference - Adding 1099 Information to Existing Vendors Checklist
Guideline Reference – How a Location is Used

How can 1099 information be added to an existing vendor? VMRs need to look at all the locations and select the appropriate location for adding 1099 information. Selecting the appropriate location reduces the amount of clean up with the all 1099 reporting processes.

Do not add 1099 information to the following locations:

1. Locations that are clearly marked as Non-Reportable either in the Location Description or in the comments.
2. Main locations with descriptions “Choose the Correct Address/Location.”
3. VR- VR USE ONLY Locations
4. BID/BIDS – SPO USE ONLY Locations
5. 1099-G or 1099-S Locations
6. Any location that is labeled for an agency or college’s use only in the location description.
7. Any location that references ‘COMMODITIES’ in the location description

Several vendors have a dual setup of locations:

1. One that reads “1099 Reportable”
2. And one that reads “Non-Reportable.”

What do I do if the address/location I want to add 1099 information to is included in those named above?

If one of the locations you would like to add 1099 information to is a non-reportable location on the exemption list, add a new location. Name the location using the guideline *How a Location Is Used*. Set up the location up for 1099 reporting and attach the appropriate address to the location.

Please do not make changes to the locations or the addresses tied to them identified in guideline How a Location is Used. Changes made to those locations or addresses could cause payment problems for interfaces and/or other agencies or institutions.

Any needed changes are to be forwarded to the Vendor Registry Office for review and implementation. The information can be sent either by fax (701-328-0108) or email: spovendor@nd.gov.